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June 9, 2010
Addendum No. 1
to

Request for Qualifications dated May 25, 2010,
for **ClipperSM Consultant Assistance Program**

Dear Consultant:

This letter is Addendum No. 1 to the ClipperSM Consultant Assistance Program (RFQ) dated May 25, 2010. Where text is revised, deleted text is shown in strike-through format; added text is *italicized*. The RFQ is revised as follows:

| <u>Addendum</u> <u>Item</u> | <u>Reference</u> | <u>Change</u> |
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RFQ, Letter of
Invitation, Section
II, Areas of
Consultant
Expertise
Page 2

MTC may require the services of Consultants with expertise in the following areas to support ClipperSM implementation and operations:

1. Project management, particularly related to implementation of software-based fare collection system technology;
2. Strategies for implementation and management of depot maintenance, performance monitoring, device performance analysis, and quality assurance systems, and evaluation and analysis of existing systems;
3. Software design, development, and design/performance analysis; software, hardware and network management; and software, hardware and network maintenance; and evaluation and analysis of existing systems;
4. Compliance with FTA rules, regulations, and reporting requirements, including but not limited to Title VI analysis;
5. Financial support including: reconciliation, auditing, development of financial tracking tools, analysis and budget development/revision;
6. Schedule analysis and development;
7. Training program coordination and facilitation;
8. Strategic planning, particularly related to transportation planning, transit fare policies, and automated fare collection;
9. Performance of contract compliance audits and/or ClipperSM system performance and operations audits;

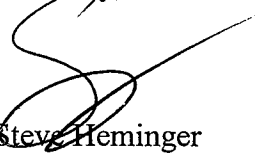
| <u>Addendum Item</u> | <u>Reference</u> | <u>Change</u> |
|----------------------|---|--|
| 1, Continued | RFQ, <u>Letter of Invitation</u> , Section II, Areas of Consultant Expertise Page 2, Continued | 10. Marketing, market research, website design and analysis, and public outreach; and 11. Customer Service operations, including performance audits, satisfaction surveys, and development and analysis of performance metrics; and 12. <i>Construction Management</i> . |
| 2 | RFQ, Appendix B-1, Insurance Requirements, Page 15 | Appendix B-1, <u>Insurance Requirements</u> , is deleted in its entirety and replaced with the attached Appendix B-1, <u>Insurance Requirements</u> . |

The remaining provisions of the RFQ, dated May 25, 2010, remain unchanged. In the event of a conflict between this addendum and the previous version(s), this addendum shall take precedence.

Questions and Answers from the Proposer's Conference on June 3, 2010, are attached.

Any questions concerning this addendum to the RFQ should be directed to Michele Gillaspie, Project Manager, at (510) 817-5718 or mgillaspie@mtc.ca.gov.

Sincerely,



Steve Heminger
Executive Director

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Appendix B-1, Insurance Requirements

Minimum Insurance Coverages. CONSULTANT shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement, placed with insurers with a Best's rating of A-X or better.

| Yes (✓) | Please certify by checking the boxes at left that required coverages will be provided within five (5) days of MTC's notice to firm that it is the successful proposer. |
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| — | <u>Workers' Compensation Insurance</u> in the amount required by the applicable laws, and Employer's Liability insurance with a limit of not less than \$1,000,000 per employee and \$1,000,000 per occurrence, and any and all other coverage of CONSULTANT's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation endorsement in favor of MTC. Such Workers Compensation & Employers Liability may be waived, if and only for as long as CONSULTANT is a sole proprietor with no employees. |
| — | <p><u>Commercial General Liability Insurance</u> for Bodily Injury and Property Damage liability, covering the operations of CONSULTANT and CONSULTANT's officers, agents, and employees and with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence with a general aggregate liability of not less than \$2,000,000, and Personal & Advertising Injury liability with a limit of not less than \$1,000,000. Expense for Indemnitee's defense costs shall be outside of policy limits and such policy shall be issued on a Duty to Defend Primary Occurrence Form.</p> <p>MTC, FHWA, Caltrans, and their directors, commissioners, officers, representatives, agents and employees are to be named as additional insureds. Such insurance as afforded by this endorsement shall be primary as respects any claims, losses or liability arising directly or indirectly from CONSULTANT's operations.</p> |
| — | <u>Business Automobile Insurance</u> for all automobiles owned, used or maintained by CONSULTANT and CONSULTANT's officers, agents and employees, including but not limited to owned, leased, non-owned and hired automobiles, with limits of liability which shall not be less than \$1,000,000 combined single limit per occurrence. |
| — | <u>Umbrella Insurance</u> in the amount of \$1,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance. |
| — | <u>Errors and Omissions Professional Liability Insurance</u> (if applicable) in an amount no less than \$2,000,000. If such policy is written on a "Claims-Made" (rather than an "occurrence") basis, CONSULTANT agrees to maintain |

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| | continuous coverage in effect from the date of the commencement of services to at least three (3) years beyond the termination or completion of services or until expiration of any applicable statute of limitations, whichever is longer. The policy shall provide coverage for all work performed by the CONSULTANT and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of the CONSULTANT. No contract or agreement between the CONSULTANT and any subcontractor/consultant shall relieve the CONSULTANT of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by the CONSULTANT and any subcontractor/consultant working on behalf of the CONSULTANT on the project. |
| _____ | <u>Property Insurance</u> covering CONSULTANT'S own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of MTC (if any), debris removal, and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" ("All Risk") that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of MTC. If such insurance coverage has a deductible, the CONSULTANT shall also be liable for the deductible. |

By signing below, you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed above within five (5) days of MTC's notice to firm that it is the successful proposer.

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| Representative Name and Title | |
| Name of Authorizing Official | |
| Authorized Signature | |
| Date | |

NOTE: If you were unable to check "Yes" for any of the required minimum insurance coverages listed above, a request for exception to the appropriate insurance requirement(s) must be brought to MTC's attention no later than the date for protesting RFQ provisions. If such objections are not brought to MTC's attention consistent with the protest provisions of this RFQ, compliance with the insurance requirements will be assumed.